

**THE DEVELOPMENT AND IMPLEMENTATION OF AN
ACCIDENT PREVENTION SAFETY PLAN FOR THE PARIS FIRE
DEPARTMENT**

**EXECUTIVE ANALYSIS OF FIRE SERVICE OPERATIONS IN EMERGENCY
MANAGEMENT**

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ABSTRACT

The Paris Fire Department recently determined to establish a long needed Accident Prevention Safety Plan to accent the department's Standard Operating Procedures (SOP's). Firefighter safety is of great concern and is the driving force behind the research for and implementation of this plan. Decreasing accidents and providing for a safe work environment can only be accomplished by evaluating current policies and adjusting procedures that may lead to unsafe practices.

The purpose of this research project was to develop an Accident Prevention Safety Plan that would be beneficial to the department by reducing/eliminating firefighter accidents and the absentee costs associated therewith. **Historical** and **action methodologies** of research were incorporated in the accomplishment of this task and in answering the following research questions:

1. What type of safety policy has the Paris Fire Department had in the past?
2. Does the Paris Fire Department need a Safety Mission Statement?
3. What are the historical injury statistics of the Paris Fire Department?
4. What percentage of these injuries could have been prevented had a viable Accident Prevention Safety Plan been in place with employee participation?
5. What issues/changes need to be addressed prior to initial implementation of the plan?
6. Does the Paris Fire Department need to establish a Safety Committee so that safety issues are researched and the proper guidelines developed?

This research was important in the development and implementation of a workable and viable plan that will assist the fire department in maintaining a work-safe environment for its firefighters.

Realizing the extreme nature of firefighting and the associated duties of the profession, it was

determined that the Paris Fire Department needed to clarify the term “safety”, as it applies to firefighting, and define its parameters. The research questions were answered after researching from the vast range of information available on the subject.

The fire department should and did establish an Accident Prevention Safety Plan to assist the fire department in reducing: (1) the amount of on-duty accidents, (2) the associated cost of accidents, to the city, due to time lost by firefighters and the subsequent overtime involved, and (3) the medical insurance costs associated to treatments and medications arising from firefighter injuries.

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INTRODUCTION

The term safety, in recent years, has been used with recurring regularity in the fire service. Firefighters need to be, and in most cases are, aware of the inherent dangers associated with the profession and the problems that can occur before, during, and after emergency related activities. Not only are fire personnel suffering injuries during emergency response and mitigation, but also while engaged in non-emergency activities. In most cases the accidents could have been prevented if proper safety precautions had been utilized. Concentrated efforts at ensuring firefighter safety, preparatory to and during fire ground operations, are of immense importance. This research project focuses primarily on ways to prevent firefighter injuries in every endeavor by establishing and implementing an Accident Prevention Safety Plan.

At this point, let us explore the term “safety” as it applies to the fire service. Webster defines safety as: “freedom from danger, injury or damage; the state of being protected against harm (Webster’s Dictionary, 1984). We immediately recognize that the initial definition of the term, is totally alienated within the realm of the fire service. It is the nature of the beast (as is often said) that danger coexists with the activities that firefighters do. The last part of the definition, however can be easily facilitated into the everyday activity of the firefighter. Regardless of the activity, whether mundane or exciting, the safety factor can be emphasized.

Cities and municipalities have become amazingly aware of the increased costs of injuries due to carelessness and negligence associated with inadequate training and improper safety procedures. The impervious macho “he-man” image of those firefighters in by-gone days can no longer be tolerated.

In most cities staffing levels are being threatened due to ever increasing cost restraints and fire departments everywhere must make the most optimum use of their employee base (Clark, 1994).

Whenever a firefighter is lost due to injury, ailment, and/or death (God forbid), the department in most cases, must maintain the staffing level via overtime. In cases involving a firefighter's death the overtime cost is incurred until a replacement firefighter is hired, trained, and put on-line. This drives salary costs, thus increasing the overall city expenditure. The burden of the added salary and employee benefits due to overtime constraints tax the city budget and create cost overruns.

The City of Paris Fire Department is committed to providing a safe and healthy environment to all its employees at all levels of the department. No job or activity is so unimportant that it cannot be done safely. It is the Paris Fire Department's primary goal to work hand in hand with training and operations to assure that our training and operations address and emphasize safety to its fullest extent (Rubin, 1991). With that purpose in mind this project has incorporated the historical and action methodologies of research so that from the information pool assimilated the following questions may be answered:

1. What type of safety policy has the Paris Fire Department had in the past?
2. Does the Paris Fire Department need a Safety Mission Statement?
3. What are the historical injury statistics of the Paris Fire Department?
4. What percentage of these injury statistics could have been prevented had a viable Accident Prevention Safety Plan been in place?
5. What issues/changes need to be addressed prior to initial implementation of the plan?

6. Does the Paris Fire Department need to establish a Safety Committee so that safety issues are researched and the proper guidelines developed?

BACKGROUND and SIGNIFICANCE

The Paris Fire Department has been very fortunate to have had only two job related deaths within its history. In 1937 one firefighter died three days after suffering injuries sustained from a falling wall that had collapsed during fire suppression operations and in 1948 another fireman was lost when he fell victim to a heart attack while at a fire scene. Though these deaths were several decades ago, the potential dangers still remain. It is impossible to ascertain the number of injuries sustained by Paris firefighters since the inception of the department due to the lack of proper documentation. In 1980 a more concerted effort was put forth by the department to retain the documentation concerning firefighter injuries.

The number one priority for this research was to undertake a study of all recorded injuries to firefighters since 1980 and compile that information into report form so that lost times and expenses could be computed. From the compilation of that data, statistical information concerning all injuries was analyzed to ascertain the following:

- (1) number of injuries, (2) nature of injuries, (3) job related to emergency, (4) job related to non-emergency, (5) not job related, (6) total time lost to city, and (7) approximate city cost.

To review the statistical information see Appendix: A.

The Executive Analysis of Fire Service Operations in Emergency Planning class at the National Fire Academy was constructed to assist upper management personnel in the crucial area of planning. Since the topic of this research deals specifically with the process of planning (i.e. the researching for and implementation of an Accident Prevention Safety Plan for the Paris Fire Department), the curriculum from the Executive Analysis class aided greatly in the preparedness needed to do the project.

LITERATURE REVIEW

As the issue of firefighter safety is of extreme importance to the Paris Fire Department, the goal of implementing an Accident Prevention Safety Plan for the department was a formidable task and required that extensive time and effort be expended in the literature research and review. Much of the literature chosen for the study dealt with safety as a by-product more than as the prime research idea. Several disaster plans were studied so that large scale safety issues could be determined. Safety plans from other departments were studied so that the plan developed for the Paris Fire Department would be as comprehensive as possible.

Within the urban setting, the Fire service has evolved into the first line of defense from nearly any type of emergency, no matter the size (Bachtler & Brennan, 1995). Since the Fire service (local departments) has accepted this responsibility and responds to more and more emergencies, safety becomes an even greater issue. No formal surveys were performed but individual ideologies and policies were scrutinized and evaluated to determine their significance. Various research projects were studied in an effort to more fully understand what views other fire executives have concerning

safety in the work place and the policies that may have been implemented by the fire service in general.

Realizing that other fire departments throughout the United States have experienced the situation that we now face, the author analyzed a score of applied research projects at the Learning Center of the National Fire Academy in an effort to ascertain what has been implemented by other organizations in an effort to achieve a more hazard free environment for their employees. From the tremendous volume of works available, eight projects were selected and studied. These eight research projects were then broken down into four different sub-categories so that the safety issue could be examined from different perspectives. The four sub-categories include: (A) Training, (B) Risk, (C) Legal, and (D) Planning.

(A). Michael S. Kernan of the Baltimore City Fire Department in Baltimore, Maryland made a case for practicing your plan and the need to train everyone involved. Training not only provides for firefighter proficiency but practicing ingrains the thought processes in the subject matter used (Kernan, 1995). Michael's main emphasis was directed toward ways to improve his department in disaster preparedness particularly regarding interagency cooperation but his research work was beneficial to the safety issue as well.

Bill Dunfield, McKinney Fire Department, McKinney, Texas articulated the prerequisite of training on a regular basis. Training must take place for all persons who have a role in the plan no matter what that role might be. The roles and responsibilities should be defined and identified so that all involved have a clear picture of what must be done. This lends itself for better preservation of those engaged in the very efforts of mitigation (Dunfield, 1995).

(B). Craig S. Roberts, of the Las Cruces Fire Department in Las Cruces, New Mexico devoted most of his research in the area of risk and capability assessment. His assertions towards a community identifying the hazards within and determining what are the necessities in order to actually operate under disaster conditions contributed to the safety issue by allowing one to envision the role that safety must play so that losses of any kind are kept to a minimum (Roberts, 1995).

(C). John E. Tunstall of the Richmond, Virginia, Fire and Emergency Services, addressed legal concerns associated with disaster planning by focusing on the actions or lack of actions of local officials involved in emergency management. In his research he pointed out the importance of consulting leaders in various agencies including the legal realm “in order to make their jurisdiction a safer place for citizens and emergency responders when a disaster occurs” (Tunstall, 1995).

(D). Paul Forsberg of the Tamarac Fire Department in Tamarac, Florida extolled the virtues of preplanning to divert the chaos as much as possible. Chaos causes risk, therefore if chaos is reduced then there prevails a higher level of safety for those involved in the emergency mitigation activities (Forsberg, 1995).

Like Forsberg, Herman R. Bishop of the Hickory, North Carolina, Fire Department addressed necessity of planning. Chief Bishop explained that comprehensive response plans should be in writing with contingencies directed towards all types of disasters no matter the size or magnitude (Bishop, 1993).

When addressing the necessity of an accident safety plan one should not forget that a plan needs

flexibility. Steve D. Ross, of the Amarillo Fire Department in Amarillo, Texas contended that, “our plans must make provision for planning, designing, implementing, as well as evaluating and revising...”. It is in the process of designing any type of emergency plan that efforts be made to set the goals and objectives of the plan at the onset (Ross, 1994).

R. G. Nash of the Bedford, Texas, Fire Department maintained that in order for a plan to be truly successful that a time line should be developed so as to allow a smooth transition as the plan is put into action (Nash, 1994). The time line simply relates to firefighters the scheduled time of implementation of the safety plan. Through a progressive planning process and implementation of the time line those involved in the transition will be better aware of proper protocols and techniques in the handling of equipment and carrying out directives in a safer manner.

PROCEDURES

The desired result of this research project was to develop a workable program to assist in the development and implementation of an Accident Prevention Safety Plan for the Paris Fire Department.

Historical research methodology assisted in that it provided insight into what has transpired in the Paris Fire Department as well as other departments in the past. By understanding procedures and processes of the past, one has a better chance of understanding and adapting procedures and processes that are relevant to the present and even to the future. Honest, self evaluation is paramount if any organization desires to be successful. By researching the firefighter injury records of the past eighteen years it was determined that an enhanced accident safety plan was needed and that such a plan could

prove important in reducing the costs associated with needless firefighter injuries. The collection of the injury data into a workable form was key to the whole project and contributed to many man hours spent in its compilation. Developing a plan of action requires taking what has been learned and adapting and applying it to the project at hand.

Action research methodology was incorporated so that the research information could be applied to the needs that the Paris Fire Department presently reflects. Fire ground safety as well as general firefighter safety is a present day issue that requires prompt action in order to stop unnecessary injuries that could be prevented. Recognizing and solving these dilemmas that face the fire service today will assist in providing a secure future.

A replication of this project is possible by reviewing the research work, extricating the applicable information, researching firefighter injuries at the local level, formulating that information into a workable policy, and applying the process to the local department and/or organization. Additional information can be compiled via the Learning Center at the National Fire Academy in Emmitsburg, Maryland.

After the data evaluation was completed a traditional management plan was developed so that the information generated could be put to its most optimum use and the desired change effected. Limitations and/or hindrances to the plan were considered and guidelines were suggested to prevent nonconformance.

RESULTS

The results of this research project are cumulative in nature and represent a comprehensive study of all the materials used. An extreme attempt was made to answer the original research questions as accurately and thoroughly as possible so that the information divulged might be assimilated and used to accomplish the primary objective which was to design and implement an Accident Prevention Safety Plan for the Paris Fire Department. It is imperative that this safety plan be revisited from time to time, reevaluated, and updated so that it reflects the most current safety practices and techniques of the day.

The original research questions include the following:

Research Question 1.

What type of safety policy has the Paris Fire Department had in the past?

Prior to this study, the Paris Fire Department had no formal Accident Prevention Safety Plan.

It is certainly true that the department promoted safety within the workforce but no authoritative written plan existed.

Research Question 2.

Does the Paris Fire Department need a Safety Mission Statement?

The fire service finds itself in an ever changing world. Prudence would dictate that we adjust our philosophies and techniques to include anything that would bring a higher level of expertise and efficiency to our work. It is my opinion, therefore that the Paris Fire Department adopt a Safety Mission Statement and incorporate it in the Accident Prevention Safety Plan. The Paris Fire Department Safety Mission Statement is as follows:

It is the goal of the City of Paris Fire Department to provide a safe and healthful work environment for all employees. The Fire Department expects all of its employees to work in such a manner that does not expose the employee or co-workers to the risk of injury or unnecessary hazard. To achieve the goal of a safe and healthful work place, the Fire Department has implemented a Accident Prevention Safety Plan for employees and management to follow. This plan has assigned specific safety and health responsibilities to all levels of management. Adherence to this Plan should be considered to be an integral part of each employee's job.

Research Question 3. (see Appendix A)

What are the historical injury statistics of the Paris Fire Department?

Research data from 105 entries of firefighter injuries recorded between the dates of January 1, 1980 through June 30, 1998 was tallied so that a prospectus could be generated that would break down injury listings into four basic categories. These four categories include the following: (1) Total time lost due to injury (24 hour shift increments), (2) Total amount of accrued cost due to lost time, (3) Total medical expense to the city due to injury, (4) Total cost to city in overtime to cover for injured firefighter, and (5) Relation of injury to job whether job related to (a) emergency response or job related due to (b) non-emergency activity.

The overall findings are as follows:

(1) Total shifts lost300

(2) Total lost time cost\$59,710.00

(3) Total medical expense\$232,105.00

(4) Total overtime costs\$87,174.50

(5) Relation of injury to job.

(a) Emergency related76

(b) Non-emergency related29

Research Question 4.

What percentage of these injuries could have been prevented had a viable Accident

Prevention Safety Plan been in place with employee participation?

After researching the injuries, it was determined that any computation of percentages would be purely subjective and based on speculation and therefore would not be beneficial to those who might study the research work at a latter date. Suffice it to say that had a plan been implemented prior to January 1, 1998 many of the injuries suffered may have been prevented.

Research Question 5.

What issues/changes need to be addressed prior to initial implementation of the plan?

The Paris Fire Department would benefit from initiating a training program directed towards teaching firefighters the importance of safety at every level of activity and prepare them for implementation of the Accident Prevention Safety Plan. General training assessments and/or audits of firefighters should be required on a periodic basis to determine and ensure demonstration of adequate training. It is imperative that firefighters demonstrate competency in and retention of required training skills so that a high level of expertise is maintained and safety

practices are followed. Subjects and materials used in the training program should utilize industry and site specific criteria related to the identification of potential hazards and should include, but not be limited to information concerning the following areas:

- Hazards associated with the work area.
- Hazards of the job or task assigned.
- Emergency procedures.
- Personal protective equipment.
- Specific equipment operation training.
- Preliminary accident investigative procedures.
- Any state and/or federal training that might not have been covered or addressed.

The training program should be administered at four (4) different levels that include all new firefighters, reassigned firefighters, regular periodic training for all firefighters, and refresher sessions for those firefighters who may show a lack of comprehension. Complete documentation of all training, at any level, should be required as standard.

Research Question 6.

Does the Paris Fire Department need to establish a Safety Committee so that safety issues are researched and the proper guidelines developed?

The Paris Fire Department should establish a Safety Committee comprised of four (4) members. The committee shall consist of two (2) members appointed by the Union and two

(2) members appointed by the Fire Chief. A chairperson shall be elected from within the committee and shall serve a period of no more than three (3) consecutive months. At the end of the chairperson's term a new chairperson will be elected. A committee secretary shall be selected from the members of the committee and shall be responsible for all meeting minutes and records. Each initial committee member shall serve no less than one (1) year with their terminations staggered separately in one (1) month increments so that no two (2) members terminate at the same time. This requires one person to serve one year, the second to serve one year and one month, the third person to serve one year and two months, and the final person to serve one year and three months. After this initial process all committee member replacements will only be required to serve the one year term.

DISCUSSION

The issue of safety is of vital concern in the fire service today and the results of this study coincide with the research of others. The decision to do research in this area was an important one, and one that hopefully will be advantageous to the department. It is the author's personal desire to ensure that the Paris Fire Department does all that is possible to provide as safe an environment as possible for all employees.

Safety within the fire service is far reaching and entails many aspects. Every detail is important where safety is concerned and should not be overlooked. Developing guidelines for safety is important, but certainly not all that should be done. We must realize that common mistakes lead to injury and

often times tragedy. Ross (1994) stated in his research that not only are post-incident critiques of actual emergencies important but that pre-incident exercises and simulations are beneficial to prevent many costly mistakes.

Firefighters each have tasks to perform at any incident. It is important that each firefighter know his/her role in order that duplication of effort is curtailed so that the team effort is enhanced thereby providing for the most efficiency (Bishop, 1993). Safety through efficiency is a desired result of training and organizational development.

Organizationally the department can only benefit from safety training and awareness. If injuries can be reduced or prevented the department will benefit. The findings of this research have been enlightening and have renewed our desire to provide as safe a work place as possible.

RECOMMENDATIONS

The prevailing reason for this research was to address the issue of safety within the work place and determine what could be done to promote safety within the department. With that goal in mind, the recommendations that best suit the department's needs constitute the following:

1. Establish a formal Accident Prevention Safety Plan. Include within the plan the definition of the term safety so that its meaning is completely understood. The plan should then become policy and should be communicated and supported by all fire department and city officials. Consultation of the city attorney and the civil service director (where applicable) during the infancy of the policy making procedure is

recommended so that any legal questions can be answered. The department must make every attempt to ensure that the plan implemented is comprehensive enough to be successful but not redundant and too wordy to cause difficulty in reading and implementation.

2. Establish a Safety Committee made up of four (4) firefighters. Two (2) to be appointed by the Union and two (2) to be appointed by the Fire Chief. Give specific protocols for the committee to follow, allow them the latitude to be able to work within the system, and make them responsible for their actions. Appoint the committee to conduct periodic inspections of facilities used by the fire department, all emergency equipment, and all protective personal gear and devices used by the firefighters. Require the committee to make all recommendations in writing and submit each for approval to the Fire Chief.
3. Develop a Safety Mission Statement and include it in the Accident Prevention Safety Plan.
4. Develop a continuous educational and training program that will assist firefighters in understanding the safety plan (Nash, 1994). A competent and comprehensive training program is of the utmost importance and will require much time spent in training preparation.
5. Stay abreast of changes that may occur within our organization and within the fire service in general. Work to keep the safety issue at the head of the priority list and in the forefront of the firefighter's minds.

CONCLUSION

There is an old adage that states that “An injury to one is the concern of all.” This statement is very true and warrants our attention. We are responsible, not only for ourselves, but also for each other. We must ardently strive in our efforts to ensure that those within our span of care are as aware as possible of the pertinent issues of our profession, and maintain as high a level of consciousness of safety as possible. The Paris Fire Department must be willing to allocate any and all funds/resources necessary to ensure the success of the safety program, be committed in maintaining the support needed, assign responsibilities, and make members responsible for its success. The department must also strive to limit and/or eliminate: work-related injuries and illnesses, property and/or equipment damage, and all losses associated with carelessness and lack of training as much as possible. We must choose our options wisely and develop a successful plan of action. We must not wait until after disaster strikes and then jump to action spurred on by the quest to right a wrong once it has happened. Let’s not allow tragedy to be the herald of invention, but become inventive ourselves by first doing a sincere inventory of ourselves and our work place. **SAFETY** must be **FIRST PRIORITY**. This research work was developed for that express purpose.

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APPENDIX A

SCHEDULE OF INJURIES OF FIREFIGHTERS

INCLUDES ALL INJURIES
STARTING 01-01-80 THROUGH
SURVEY PERIOD ENDING
06-30-98

NOTE: Job relation abbreviations:

E=emergency

NE=non-emergency

DATE	RANK	INJURY	TIME LOST	JOB REL.	TIME EXP.	MED. EXP.	O/T EXP.
02-01-80	F/F	finger cut	0	E	0	0	0
07-17-80	Driver	broke thumb	3	E	\$423.00	\$3,000.00	\$635.00
07-03-80	F/F	fall	0	E	0	0	0
07-17-80	Driver	heat exhaustion	1	E	\$141.00	0	\$212.00
12-05-80	Engineer	sprain ankle	0	E	0	0	0
06-14-81	Driver	sprain wrist	0	E	0	0	0
07-21-82	F/F	spine fracture	10	E	\$1,380.00	\$12,000.00	\$2,070.00
01-25-83	Engineer	sprain back	0	E	0	0	0
11-27-84	Engineer	sprain back	3	E	\$531.00	\$1,500.00	\$797.00
02-10-85	DC.	strain back	3	NE	\$606.00	0	\$909.00

02-19-85	F/F	cut thumb	0	E	0	0	0
03-05-85	F/F	strain back	0	E	0	0	0
03-19-85	F/F	burnt arm	0	E	0	0	0
10-10-85	F/F	sprain hip	3	E	\$468.00	\$8,684.00	\$702.00
03-01-86	F/F	burn	0	E	0	0	0
05-13-86	Driver	eye	0	NE	0	0	0
06-04-86	F/F	knee tear	61	NE	\$9,882.00	\$21,302.00	\$14,823.00
09-01-86	F/F	knee tear	20	E	\$3,240.00	\$6,850.00	\$4,860.00
09-02-86	Driver	eye	0	E	0	0	0
09-03-86	F/F	cut knee	5	E	\$810.00	\$3,000.00	\$1,215.00
11-08-86	Driver	hand	0	E	0	0	0
02-09-87	F/F	sprain wrist	0	NE	0	0	0
02-19-87	F/F	cut finger	0	NE	0	0	0
03-13-87	F/F	strain calf	0	E	0	0	0
07-24-87	F/F	cut thumb	0	E	0	0	0
09-17-87	F/F	shoulder	4	E	\$672.00	\$7,500.00	\$1,008.00
11-08-87	F/F	burn	5	E	\$840.00	\$5,000.00	\$1,260.00
12-14-87	Engineer	strain back	1	NE	\$194.00	0	\$291.00
12-30-87	F/F	arm burn	0	E	0	0	0
01-12-88	Engineer	knee	0	NE	0	0	0
02-25-88	Engineer	sprain ankle	0	NE	0	0	0
04-09-88	F/F	elbow	0	E	0	0	0
		Sprain					

04-18-88	TO.	back	7	NE	\$1,680.00	\$3,500.00	0
02-03-89	F/F	pleurisy	0	E	0	\$1,500.00	0
02-03-89	F/F	pleurisy	0	E	0	\$1,500.00	0
02-05-89	Driver	fall on ice	0	E	0	0	0
03-27-89	F/F	strain ankle	2	NE	\$356.00	0	\$534.00
06-24-89	F/F	knee/back	0	E	0	0	0
08-09-89	Engineer	strain back	0	E	0	0	0
10-03-89	F/F	sprain shoulder	1	NE	\$178.00	0	\$267.00
12-03-89	F/F	knee sprain	0	NE	0	0	0
12-12-89	F/F	finger	0	NE	0	0	0
12-28-89	Driver	poison ivy	0	NE	0	0	0
01-10-90	Driver	cut on arm	0	E	0	0	0
01-12-90	Engineer	back sprain	1	E	\$215.00	0	\$450.00
01-29-90	Engineer	back sprain	0	NE	0	0	0
05-16-90	DC	ankle sprain	1	NE	\$250.00	0	\$375.00
06-06-90	F/F	foot	1	E	\$182.00	0	\$273.00
06-19-90	F/F	back sprain	1	E	\$182.00	0	\$273.00
08-21-90	Driver	shin bruise	0	E	0	0	0
12-28-90	F/F	back strain	0	E	0	0	0
12-29-90	F/F	face burn	0	E	0	\$500.00	0
02-07-91	F/F	scalp cut	0	E	0	0	0

02-25-91	Engineer	elbow	0	NE	0	0	0
07-17-91	F/F	neck	0	E	0	0	0
10-25-91	Asst.FM	hand	0	NE	0	0	0
03-16-92	F/F	hand sprained	1	E	\$192.00	\$500.00	\$288.00
03-29-92	F/F	finger	0	E	0	0	0
05-01-92	F/F	hand	0	NE	0	0	0
11-09-92	F/F	groin pull	1	NE	\$ 192.00	0	\$288.00
12-27-92	Driver	back strain	0	E	0	0	0
02-19-93	F/F	shoulder &back strain	1	E	\$198.00	\$1000.00	\$297.00
03-11-93	DC	ankle sprain	1	NE	\$272.00	\$450.00	\$408.00
04-29-93	DC	back pain	0	NE	0	0	0
05-12-93	F/F	finger cut	0	E	0	0	0
06-10-93	Engineer	back strain	5	E	\$1,175.00	\$3,000.00	\$1,763 .00
10-29-93	DC	rib strain	0	E	0	0	0
11-01-93	F/F	foot	0	E	0	0	0
11-19-93	F/F	knee strain	0	E	0	0	0
01-17-94	F/F	back sprain	1	E	\$204.00	\$1,500.00	\$306.00
02-18-94	DC	back strain	1	NE	\$280.00	\$500.00	\$420.00
02-18-94	Engineer	knee	20	E	\$4,800.00	\$15,000.00	\$7,200.00

02-24-94	TO	back strain	0	NE	0	0	0
05-03-94	Code Enf.	foot	0	NE	0	0	0
06-19-94	F/F	knee	2	E	\$408.00	\$2,000.00	\$612.00
08-18-94	F/F	eye	0	E	0	0	0
12-21-94	F/F	ear drum	0	E	0	0	0
04-20-95	F/F	blood exposure	0	E	0	0	0
07-19-95	Engineer	knee	0	E	0	0	0
07-19-95	F/F	elbow	0	E	0	0	0
10-10-95	F/F	knee	6	E	\$1,260.00	\$8,201.00	\$1,890.00
10-20-95	F/F	leg strain	0	NE	0	0	0
11-01-95	F/F	hand mashed	0	NE	0	0	0
12-12-95	Engineer	back strain	1	E	\$245.00	0	\$367.50
01-25-96	F/F	foot cut	3	E	\$648.00	0	\$972.00
03-20-96	Driver	knee strain	23	E	\$5,244.00	\$7,434.00	\$7,866.00
06-23-96	F/F	heat exhaustion	0	E	0	0	0
07-08-96	F/F	knee	30	E	\$6,480.00	\$33,698.00	9,720.00
07-08-96	Driver	heat exhaustion	1	E	\$228.00	\$732.00	\$342.00
07-08-96	F/F	knee sprain	0	E	0	\$242.00	0
04-07-97	Driver	fingers	0	E	0	0	0
04-29-97	Driver	elbow fracture	30	E	\$6,480.00	\$20,000.00	\$9,720.00
05-08-97	F/F	knee	8	NE	\$1,776.00	\$28,746.00	\$2,664.00

07-23-97	F/F	knee	9	E	\$1,998.00	\$3,500.00	\$2,997.00
09-24-97	F/F	knee	14	E	\$3,108.00	\$14,979.00	\$4,662.00
10-22-97	Driver	back	6	E	\$1,404.00	0	\$2,106.00
11-10-97	F/F	leg	1	E	\$222.00	\$12,787.00	\$333.00
02-22-98	F/F	back	2	NE	\$444.00	0	\$666.00
03-30-98	F/F	knee laceration	0	E	0	0	0
04-08-98	F/F	heat exhaustion	0	E	0	0	0
04-08-98	Engineer	arm strain	0	E	0	0	0
04-08-98	F/F	burn	1	E	\$222.00	\$2000.00	\$333.00
06-11-98	Engineer	knee	0	E	0	0	0
105 entries							
total shifts lost			300				
total of lost time cost					\$59,710.00		
total med. expense						\$232,105.00	
total cost overtime							\$87,174.50
emergency				76			
non-emer.				29			

*Some of the figures used are approximate.

APPENDIX B

PARIS FIRE DEPARTMENT ACCIDENT PREVENTION SAFETY PLAN

PARIS FIRE DEPARTMENT

ACCIDENT PREVENTION SAFETY PLAN



AUGUST 1998

PARIS FIRE DEPARTMENT SAFETY MISSION STATEMENT

It is the goal of the Paris Fire Department to provide a safe and healthful work environment for all employees. The Fire Department expects all of its employees to work in such a manner that does not expose the employee or co-workers to the risk of injury or unnecessary hazard, as much as is possible.

To achieve the goal of providing a safe and healthful work place, the Paris Fire Department has implemented an Accident Prevention Safety Plan for employees and management to follow. This plan has assigned specific safety and health responsibilities to all levels of management. Adherence to this Plan should be considered to be an integral part of each employee's job.

Beginning October 1, 1998, the Accident Prevention Safety Plan will become a vital part of the Paris Fire Department's Standard Operational Procedures. This Plan will be reviewed yearly to determine the effectiveness of the program.

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ACCIDENT PREVENTION SAFETY PLAN

MANAGEMENT COMPONENT POLICY STATEMENT

The Fire Chief and management of the Paris Fire Department are committed to providing a safe and healthful work environment for all our employees and others who may work, visit, or enter our facilities.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to each and every employee and any other person who may be affected by our operations.

It is our absolute conviction that we have the responsibility to providing a safe and healthful work environment for our people and all others who may be affected as we conduct our operations.

We will make every effort to provide a working environment that is as safe as possible from any or all potential hazards.

We recognize that the success of a safety and health program is contingent and dependent upon support from the executive level of management down to involvement of all employees of the department.

The management of this department is committed to allocating and providing all of the resources needed to promote and effectively implement the Accident Prevention Safety Plan.

This department will establish avenues to solicit and receive comments, information, and assistance from employees where safety and health are concerned.

This department will comply with all safety and health regulations established by federal, state, and local agencies.

Fire Department management and designated supervisors will set an exemplary example of commitment to safety and health at this department.

This policy applies to all employees and persons affected and/or associated, in any way, by the scope of this Fire Department.

ACCIDENT PREVENTION SAFETY PLAN

GOALS AND OBJECTIVES

DEFINITION OF SAFETY:

freedom from danger, injury or damage; the state of being protected against harm.

The following are the goals that have been established:

- Effective involvement of each and every employee of the department.
- Reduce, as much as possible, all hazards (current and potential) that expose or create risk of any nature.
- An ongoing reduction of all work-related incidents resulting in injury or illness to any employee or other person associated with our operations.
- An ongoing reduction of all losses due to incidents resulting in injury or illness to any employee or other person or property damage from such incidents.
- An increased awareness of the overall safe operation of all facilities.
- An increase in morale of all employees from knowing their environment is maintained as free as possible from any and all recognized hazards.
- Through the effective implementation of this Accident Prevention Safety Plan, elimination of work-related injuries and illnesses, property damage, and all losses associated with such.

The following objectives have been established and will be instrumental in achieving the goals and projections we have set forth for this department.

- Implementation of an effective Accident Prevention Safety Plan.
- Commitment for ongoing support from each and every level of management and personnel.
- Assigned responsibilities and accountability for the safety program.
- Allocation of all necessary resources to the safety program.

- Establish lines of communication involving management and employees at all levels for safety and health concerns.
- Effective records; documentation, maintenance, and review.
- Completion of periodic self inspections.
- Establishment of effective measures for hazard identification, correction, and control.
- Implementation of effective orientation and training programs.
- Initiation of regular program review and revision procedures.

The goals management has set for ourselves and our employees will be realized only if the objectives are carried out without hesitation or interruption, and every employee becomes interested in the safety program and its success.

ACCIDENT PREVENTION SAFETY PLAN

AUTHORITY AND ACCOUNTABILITY

The Chief of the Paris Fire Department accepts the responsibility for providing resources and guidance for the development and implementation of the safety and health program.

The Training Officer of the department will act in the capacity of the Safety Officer and is responsible for the overall implementation of the working plan. The Safety Officer has the authority to delegate any or all portions of the plan to subordinates, but will be held responsible for the performance of the plan. The Safety Officer also has the authority to reprimand and recommend disciplinary actions against employees who violate the safety and health policies of the department.

Employees are responsible and will be held accountable for providing this department with commitment to the safety and health program, abiding by the policies, procedures and rules set forth by the program, and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved.

Employers of outside contractors that provide or perform services for, or at any fire department location, are responsible to ensure that all their employees and employee services are performed and delivered in a manner that is consistent with the fire departments commitment to safety and health.

ACCIDENT PREVENTION SAFETY PLAN

EMPLOYEE COMMITMENT AND RESPONSIBILITIES

We recognize the success of any department-wide endeavor is largely dependent upon the entire work force. This department also recognizes the value of employee involvement to assist in realizing the goals we, as a department, have set for ourselves.

The Fire Chief aggressively solicits from all employees the assistance for and commitment to the implementation of the Accident Prevention Safety Plan.

All employees are encouraged and expected to become involved in all aspects of implementation of the Accident Prevention Safety Plan.

All employees are expected to utilize established avenues to solicit and receive comments, information, and assistance from employees where safety and health are concerned.

All employees will be expected to perform their job duties in a manner that is safe to themselves as well as to those around them.

We require all employees to abide by all safety and health policies, procedures, and rules established by this department.

All employees of this department will adhere to the safety and health regulations established by federal, state, and local agencies.

Adhering to the safety and health program of this department is **NOT OPTIONAL**: it is expected and required. Initial and continued employment with the Paris Fire Department is contingent upon recognizing and abiding by the safety and health policies, procedures, and rules established by this department.

ACCIDENT PREVENTION SAFETY PLAN

EMPLOYEE INVOLVEMENT

Management encourages employee involvement in each part of the implementation process for the ongoing safety and health program of our operations. We solicit this involvement by affording each employee an opportunity to participate and be responsible for implementation of the safety program for their respective areas.

SECTION I

In order to maintain the highest standards of safety and health in the Fire Department and eliminate, as much as possible, accidents, injuries, illness and death in the fire service, a Safety Committee will be established within thirty days of the effective date of this contract. The committee shall consist of four (4) members appointed by the Fire Chief and the Safety Officer. A chairperson shall be selected by popular vote among those four (4) firefighters appointed and the chairperson shall then appoint a secretary.

SECTION II

The basic functions of the committee are as follows:

1. Hold monthly meetings.
2. The preparation of the minutes shall be the responsibility of the chair. Such minutes shall become official only upon adoption at the next regular meeting. A copy of these minutes shall be forwarded to the Safety Officer and then on to the Fire Chief.
3. Make quarterly inspections of fire department facilities, apparatus, protective equipment, protective clothing and devices.
4. Weekly apparatus maintenance reports shall be available to committee for review at their monthly meetings.
5. Make written recommendations for the correction of any hazardous condition caused by unsafe work methods or equipment.
6. Review and analyze all reports of accidents, deaths, injuries and job related illnesses and provide comment upon recommendations of investigating supervisors. To promote the avoidance of such incidents in the future.
7. Recommend modifications to Standard Operating Procedures (SOP's) for on-site medical care, transportation, hospital test and other requirements for on-duty employee injuries and illnesses.
8. Committee members shall suffer no loss of pay for time spent on investigations, inspections, and committee meetings while on duty. Should committee activities require time spent off-duty by committee members, compensatory pay will be granted following the same guidelines as with all fire department overtime matters.

9. Safety Committee shall jointly recommend a Safety Manual for department use.
10. A member of the Safety Committee shall be notified of any on-the-job illness or injury which requires medical attention as soon as reasonably possible as determined by the Deputy Chief.

SECTION III

All findings and recommendations of this committee shall be forwarded to the Safety Officer who, after his/her approval, will forward on to the Fire Chief. The findings and recommendations of the committee shall be advisory only and shall not be binding.

Reporting of Hazards and Unsafe Conditions

As a condition and requirement of employment, all employees are required to report hazards and unsafe conditions in the workplace to their immediate supervisor (In most cases this will be the Deputy Chief on-duty). He/she will take prompt and appropriate action to determine if a hazard exists. If it is determined that a hazard does in fact exist, it will receive immediate attention for correction. If it is determined that the hazard/problem cannot be corrected immediately then interim protective measures shall be utilized until hazard/problem can be alleviated. Regardless of whether or not a hazard is determined, the reporting employee will be notified of the corrective action or the procedures that lead to the conclusion that no hazard existed. If practical, this information will be shared with all employees of the facility.

Documentation

All reports of hazards and corrective measures/action taken will be documented and recorded. This documentation will be reviewed by management and the Safety Committee. Pertinent information will be made available for employee review.

ACCIDENT PREVENTION SAFETY PLAN

SAFETY AUDIT/INSPECTION COMPONENT

COMPREHENSIVE SURVEYS AND PERIODIC SELF INSPECTION

The Paris Fire Department has implemented a program to identify, correct, and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness.

Comprehensive Surveys

This department has arranged for each location of operations to receive a comprehensive safety and health audit by two (2) Safety Committee members on a quarterly basis. These audits will identify existing and potential hazards and non-compliance issues that should be addressed. The findings of the surveys will be discussed and recommendations for corrective actions suggested. Audits will also be conducted to evaluate the overall effectiveness of the Accident Prevention Safety Plan and all employee training aspects. Recommendations will be forwarded to the Safety Officer for review with results and recommendations forwarded to the Fire Chief.

Safety and Health Self Inspections

The Company Officer at each fire station will conduct monthly in-house safety and health self inspections that will cover their entire facility and equipment. The safety and health self inspection will be conducted during the first week of each month by the shift that is designated below:

Month	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Shift	A	B	C	A	B	C	A	B	C	A	B	C

All inspections will be conducted on an ongoing basis. Management will allocate adequate time and resources to perform the surveys.

Each fire station will use a "Fire Station Inspection Checklist" that will be designed by the Safety Committee and approved by the Fire Chief. Contents of this checklist will be reviewed during each inspection to ensure that it is current and updated. The checklist will be and become a part of the permanent record of the inspection and will serve as a conformation of the audit. Each checklist will indicate the location or specific site or area surveyed, name and title of the inspector, and corrective action taken for identified hazards or violations. The inspection report will be used in trend analysis and record keeping.

Employees of the facility must be notified of the hazards that pose an immediate threat of physical harm or property damage and informed of measures that will be taken to eliminate, correct, and/or control the hazard.

All reports will be forwarded through each area's chain of command. This will allow each employee, supervisor, officer, or management person to take a corrective action as soon as practical and document said action. This procedure is to encourage all employees, regardless of their level within the organization, to remedy safety and health problems as quickly as possible.

Management and the Safety Committee/Action Review Board will review the inspection checklists and any other established documentation to ensure that a course of corrective action has been established for eliminating each deficiency.

ACCIDENT PREVENTION SAFETY PLAN

ACCIDENT/HAZARD INVESTIGATION COMPONENT

HAZARD CORRECTION AND CONTROL

Management is committed to and will correct all hazards, in a timely manner, that are identified and brought to the attention of the Safety Committee.

Hazard Correction

Whenever possible and feasible, hazards identified at any fire department facility will be corrected by eliminating the cause of the hazard at its source. This will include, but not be limited to the following:

- Disconnection or removal from use any equipment deemed hazardous until it is replaced or repaired.
- Correction of any unsafe act or condition by service work or training.

Hazard Control

When identified hazards cannot be eliminated due to feasibility or other reasons, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

Engineering controls will include, but not be limited to the following:

- Isolation of employee exposure to the hazard whenever possible.
- Guarding or displacement of employee exposure to the hazard.
- Preventive maintenance and repair of machinery and equipment.

Administrative procedures will include, but not be limited to the following:

- Written programs to establish administrative guidelines for safe work practices.
- Established and implemented work rules and procedures.

Work practices will include, but not be limited to the following:

- Careful planning and performance of each assigned job, duty, and/or task whenever possible.
- Reduction in duration of exposure to hazards.
- Adherence to safety and health rules and procedures.

Personal protective equipment will be the control mechanism of last resort and used when other means of eliminating the hazards have not provided adequate protection to the employee. When personal protective equipment is issued, the employee will be informed and trained on all requirements of, use, and operations of the equipment.

ACCIDENT PREVENTION SAFETY PLAN

ACCIDENT REPORTING AND INVESTIGATION

The Safety/Accident Review Board will investigate all work-related accidents involving employees or company property to develop preventive measures and implement corrective actions.

Employee Reporting

All employees are required to report any of the following to their immediate supervisor:

- Accidents or incidents resulting in injury or illness of any magnitude (including first aid related cases).
- Accidents or incidents resulting in property or equipment damage of any magnitude.
- Any near miss incidents that could have potentially resulted in injury or illness to an employee or caused property damage.

Accident Investigation

The department's Officers/Supervisors will be responsible for conducting accident investigations that occur in their areas or that affect employees under their supervision. Upon notification of an accident or near miss incident, the responsible supervisor(s) will begin investigative procedures to determine the following:

- How the accident or incident occurred.
- Special circumstances involved.
- Underlying, indirect, or associated causes.
- Corrective actions or preventive measures and/or controls.

Accidents and incidents involving situations where multiple supervisors are affected, such as an employee of one department injured in another area, will be investigated as a joint effort with the supervisor of the area in which the incident occurred taking the lead in the proceedings and. This supervisor will be held accountable for the investigation.

Documentation

All activities and findings of the investigators will be recorded in form fashion and given to the Safety Officer who, after his/her review, will forward to the Fire Chief.

Vehicular and/or equipment accidents will be investigated and recorded using the "Supervisor's Equipment Accident Report" form (see attachment).

Personnel injuries will be investigated and recorded using the "Supervisor's First Report of Injury" form (see attachment).

ACCIDENT PREVENTION SAFETY PLAN

ANALYSIS COMPONENT

The Safety Committee of the Paris Fire Department will review injury records and accident investigation reports during their scheduled meetings to identify possible injury trends and recommend corrective measures to the Safety Officer.

Inspection reports and hazard reports will also be reviewed to determine possible hazard trends and safety program deficiencies with recommendations directed to the Safety Officer.

Trend analysis should help to identify recurring accidents and near miss incidents resulting in, or potentially involving injury, illness, or property damage. The analysis will also recognize repeat hazards/violations that require corrective action so that it can be determined which program component(s) is failing to bring about the desired successful effect.

Supervisors/officers will be required to provide information and recommendations for corrective measures for trends developing in their respective areas.

Employees will be made aware of developing trends and hazard exposures as they are recognized.

Any type of hazard trends shall be the focal point for corrective action and employee training.

Corrective measures will be monitored by the appropriate supervisor/officer of each fire department facility (station) until causing factor has been eliminated or controlled.

Employee training records will be reviewed annually by the Fire Chief to ensure an adequate and effective training program is maintained. Employees may be randomly screened to ascertain level of training and to determine if there is a high level of training retention or if training should be repeated.

ACCIDENT PREVENTION SAFETY PLAN

SAFETY AND HEALTH TRAINING COMPONENT

The City of Paris Fire Department is committed to providing safety and health-related orientation and training to all employees at all levels of the department. The Paris Fire Department will develop, implement, and maintain an aggressive safety and health orientation and training program to educate and familiarize employees with safety and health procedures, rules, and work practices of the facility. The management of this organization will encourage and require involvement and participation of all managers, supervisors, and employees. Furthermore, the executive level will support the orientation and training program with allocations in funding, staff, resources, and time to develop and implement this program.

Training Program Development

The training subjects and materials are developed utilizing industry and site specific criteria relating to identified/potential hazards, accident and incident data, and training required by state regulations. The orientation and subsequent training will include, but not be limited to the following:

- Hazards associated with the work area.
- Hazards of the job or task assignment.
- Emergency procedures.
- Personal protective equipment.
- Specific equipment operation training.
- Employee reporting requirements.
- Accident investigation (supervisors and other designated personnel).
- Any state required training not included or addressed above.

The training program shall be administered in four phases consisting of new employee or reassigned orientation and regular periodic training and refresher sessions. Aside from the formal safety and health related training classes, employees will receive guidance and instruction on safe operating procedures of each assigned job or task.

Orientation

The orientation training will be administered to all new employees prior to the initial work assignment and to employees being assigned to new or different tasks or jobs. The orientation will consist of all required training programs as well as job and site-specific safety and health information. All new employees will be afforded a tour of the facility and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by the employee's supervisor/officer that the individual has retained the minimal acceptable elements of the training provided.

Ongoing Training

All managers, officers/supervisors, and employees are required to participate and become involved in the ongoing safety and health training program. The frequency, repetitiveness, and subject matter will be determined by training assessments and audits to be performed by department supervisors/officers, and will be at intervals that ensure demonstration of adequate training. The assessments and audits will, for the most part, be informal question and observation of employees and work areas. At some point a more formal survey, such as a written examination, may be required. All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment. Department supervisors/officers have the authority to assess training effectiveness and are responsible for enforcing implementation of criteria requirements of all training.

Documentation

Any and all safety and health-related training administered or provided by the fire department will be documented with at least the following information:

- Date of training session.
- Provider (name of person conducting training and their affiliation).
- Subject matter.
- Legible name of attendee(s) and supplemental identification if needed or required.
- Acknowledgment of attendance.

All training records and documentation will become a permanent part of employee records as well as a master record that is to be used to determine that all employees are participating in the program.

Training records will be maintained for the duration of employment. On-going safety and health training for employees is conducted on a monthly basis.

ACCIDENT PREVENTION SAFETY PLAN

RECORD KEEPING COMPONENT

The Paris Fire Department believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective record keeping program. The record keeping element is also essential in tracking the performance of duties and responsibilities under the program.

The department is committed to implementing and maintaining an active, up-to-date record keeping program.

Injury and Illness Data

The Paris Fire Department will maintain records of all work-related injuries and illnesses to our employees.

The “Supervisor’s First Report of Injury” shall be used anytime an employee suffers an injury of any kind. This form shall be completed by the appropriate supervisor/officer within 24 hours of the injury and forwarded to the Fire Chief.

All injury and illness documentation and records will be reviewed by management and supervisors to analyze occurrences, identify developing trends, and plan courses of corrective action.

These records will be maintained for a minimum of five (5) years.

Safety/Health Surveys and Inspection/Program Evaluations

The Paris Fire Department will maintain and review records of all safety audits and inspections that are conducted within or affect the department, its employees, or facilities.

Applicable Forms and Records

Any reports generated as a result of comprehensive surveys conducted by outside professional agencies will receive immediate attention and consideration. All hazards identified will be mitigated in a timely manner. All documentation will detail the date of record, action taken, correction (if any), and will be maintained for as long as deemed necessary.

Checklists will be developed as part of the periodic self inspection process. Checklists will be utilized and maintained completely including the name of the person performing the evaluation and the date of inspection. All checklists will be reviewed by management and evaluated to ensure current applicability. Supervisors/officers of areas involved (sub-stations, etc...) will be responsible for the

requisitioning and mitigation in the correction process.

Safety or Other Related Meetings

An accurate record of all proceedings affecting the safety and health program of this department will be maintained and appropriate action of management, supervisors/officers, and/or other designated staff. These records will include the name of the recorder, date, a list of attendees or those present, and details of the topics discussed and the action or corrective measure suggested and/or recommended. The Paris Fire Department intends that all decisions affecting the safety and health program of this department are implemented and the ensuing results tracked.

At its first meeting of the Safety Committee, said committee will designate a secretary to keep minutes of all meetings. These minutes will be recorded in writing and typed at the secretary's leisure so that all records are neat and legible. During each subsequent meeting, the minutes for the previous meeting will be reviewed, discussed and resolved (if needed), and the document closed with the authorized signature of the chairperson designating all matters addressed.

Training Records

The Paris Fire Department will document and maintain records of all safety and health related training to all employees of the department. This documentation will be maintained as proof of attendance and will be reviewed to assist in determining the need for additional or repeated training for employees. Records and documentation of training will include the presenter's name, date of training, topic/subject, and legible identification of the attendee(s). The Training Officer or person doing the actual training at that time will be responsible for documentation of records.

Accident Investigation

The Paris Fire Department will ensure that proper documentation of any and all accident investigation activities are maintained and reviewed. All accidents involving fire department personnel and/or equipment resulting in injury or illness to a person, property damage of any magnitude, and/or the potential for either will be investigated and documented. The information acquired will be utilized and reviewed by management and the affected employee(s) to establish any contributing factors (if any) and causes. From the investigation, a plan for corrective action will be established to prevent recurrence of the mishap. The plan of corrective action and implementation will be documented and reviewed by management to ensure execution.

Equipment Inspection and Maintenance

The Paris Fire Department will maintain records and dates pertaining to all equipment safety inspections and maintenance procedures performed on any department equipment and/or vehicles.

The documentation will be utilized to make determinations concerning the effectiveness of all equipment maintenance procedures and to ensure compliance with regulations that require inspections on certain equipment.

Periodic Review and Revision of Components

The Safety Committee, in conjunction with the Fire Chief, shall determine when the Accident Prevention Safety Plan requires revision. This process will be accomplished after periodic reviews by the board to determine the effectiveness of the plan.

SAFETY MEASURES

SM-1 SUGGESTED SAFETY MEASURE

INTRODUCTION:

Due to the inherent hazards associated with the firefighting profession, it would be almost impossible to eliminate all accidents that may occur during operations at emergency incidents. It is our contention, however that the continued practice of proper safety measures enhanced by the continual stressing and impressing to each member by this department that the responsibility of caring for oneself and each other is **PRIORITY ONE!** By applying our efforts together we can reduce, and work towards the total elimination of, accidents and the associated injuries thereof.

The majority of injuries are caused by carelessness, which can be attributed to the three following reasons:

1. Inexperience:
One of the most common causes of accidents resulting to personal injury, during fire ground operations, is inexperience. This is especially true regarding new firefighters and those who may have been reassigned from other duties.
2. Over-Anxiousness:
The nervous strain and excitement created by the rigorous activity on the fireground poses a threat to firefighters when they react to their surroundings before giving forethought to proper procedures and training. The firefighter should at all times strive to conduct himself/herself with the utmost of control.
3. Indifference: (the state of being unconcerned; not caring)
There are those in the fire service who suffer from indifference. This type of individual poses a threat to himself/herself as well as to others around him/her. Often times safety precautions are neglected or shunned by this type of individual in favor of an “easier” way to do a job.

It is the contention of the Paris Fire Department that efforts be made to reduce and eradicate injuries and/or illnesses caused by any agency and especially those resulting from the afore mentioned problems.

SUGGESTED SAFETY MEASURES AROUND QUARTERS

1. Use caution in sliding fire poles (where applicable). All personnel should be schooled in the proper techniques for sliding poles.
2. Don't allow foreign objects around poles or pole holes.
3. Use caution in sliding poles especially when arms or legs may be numb due to irregular sleep or sitting positions.
4. Keep all station floors tidy and free of debris and soil. This not only demonstrates poor housecleaning but is a safety hazard and can lead to serious injuries due to falls.
5. Never try to board a piece of apparatus while it is moving. Stay clear of moving equipment and avoid collision.
6. No scuffling or horse play is allowed that might lead to injury or mishap.
7. Use caution while engaged in any activity within or about the fire station. Cleaning, building repairs, maintenance of building and equipment, and all daily chores should be done with safety in mind and following the safety guidelines for any cleaners and/or chemicals used.
8. All shifts are responsible for safe living quarters. All equipment and every station shall be inspected periodically to determine the condition of use. Any faulty equipment found will be repaired and/or replaced and any problems in structures will be repaired. Any flaws found will be reported to the station officer and to the Deputy Chief.
9. The handling of any flammable liquid requires caution and all flammable liquids shall be contained in approved safety containers and stored in safety cabinets.

SUGGESTED SAFETY MEASURES WHILE EN ROUTE TO INCIDENTS:

1. Street tests are given for a reason - that is so every firefighter will know his/her way around the town. Knowledge of proper routes is important and is recommended study for all firefighters. Knowledge of substation routes will decrease the chance of vehicular accidents.
2. Firefighters should not exit apparatus while apparatus are still in motion.
3. Apparatus will be driven at safe rates of speed and the speed limit not exceeded. Emergency lighting (red lights) and sirens shall be used on all emergency calls. Air horns will be used to assist in traffic warning. Red light and stop sign warnings will be adhered to.
4. Passing through traffic will be accomplished with the utmost of care.
5. Apparatus shall be driven under control at all times.
6. Firefighters shall don all protective equipment (bunkers) after safely boarding apparatus and while en route to incident location. Note: bunker pants may be donned prior to boarding of apparatus.
7. When backing apparatus a "back-up" man shall assist driver in the procedure by watching behind vehicle and guiding the driver. When apparatus is in reverse-mode all warning lights shall be turned on for safety.
8. Seat belts will be worn in all apparatus by all personnel.

9. A drivers training school with a driving course will be provided for all fire personnel as deemed necessary by the Safety Committee and the Training Officer to give operators experience at driving.

SUGGESTED SAFETY MEASURES AT FIRES:

1. Firefighters are to don and wear all protective equipment when engaged in any fire fighting activity - this includes bunker coat and pants, boots, Nomex hood, NFPA approved gloves, helmet, and breathing apparatus (where applicable).
2. The act of “catching a hydrant” shall be done with caution and care. Fire apparatus are to be exited after they have come to a complete stop. Proper hydrant hookup and activation techniques shall be taught to all firefighters by the Training Officer during the normal standard training schedule.
3. Caution should be used when firefighters are in the “fully-bunkered” mode to not overexert themselves and pace themselves to conserve energy (as possible).
4. Ladders are to be used properly using all the safety techniques taught.
5. Axes, pike poles, and other sharp tools are to be used with caution.
6. Firefighters should and will learn the indicator signs for back-drafts, flash-overs, and all fire patterns.
7. Ventilation procedures will be followed as outlined in the department SOP’s.
8. Remember electrical wires kill. Use caution when working around them.
9. Firefighters are to be trained in all safety measures concerning how to properly exit buildings when the firefighter has become disoriented and/or lost. Hose lines used as guidelines are important in this instance.
10. Always keep as calm as possible. Stress only heightens the problems at hand.

SM-2 TURN-OUT GEAR:

As stated earlier, all turn-out (bunker) gear must be worn at all times when actively engaged in firefighting and/or emergency operations. NFPA approved turn-out gear shall be provided by the department. It provides a high level of protection in adverse conditions to the firefighter and will be used as the incident dictates.

After use, all turn-out gear will be properly cleaned and cared for in compliance with manufacturer’s specifications.

SCBA’s (self contained breathing apparatus) will be used at all times when air contamination is suspected. After use they shall be properly cleaned and stored.

SM-3 HAND TOOLS:

All hand tools (those tools used to assist in the myriad numbers of jobs on and off the fire ground) shall be used as per manufacturer's instructions and shall be cared for so that they are preserved.

Protective clothing with eye protection shall be worn when hand tools are in use.

Tools shall be stored in their proper places and not strewn in disarray.

Should a hand tool become damaged it shall be replaced and/or repaired as soon as possible.

SM-4 POWER TOOLS:

Power equipment shall be used as per manufacturer's instructions and shall be used in conjunction with the proper protective clothing. Firefighters should work in groups of at least two (2) when possible to afford an increased level of safety by providing back-up capabilities.

Make sure all blades, chains (as is the case with chain saws), and/or cutting devices are kept sharp for ease of cutting.

Protective clothing and eye protection shall be used when power tools are in use.

Power tools are capable of creating damage. Be certain when and where to use them. Caution should be maintained when using them around any electrical equipment and wires.

Never horse-play while using power tools.

When using a power saw (such as the K-12 or Holmatro rescue saw) remember to:

- Always use all safety equipment.
- Work in pairs. The second firefighter should be alert for hazards that may arise as cutting process takes place and can provide back-up assistance as needed.
- Keep a fire extinguisher and/or hose line standing by during the cutting operation.
- Never stand directly in-line with blade as it is being used so as to avoid sparks, debris, and flying objects.

SM-5 LADDERS:

Firefighters should become well schooled with the use and safety procedures of all ground and aerial ladders.

Ladders should be visually inspected after every call in which a ladder is used. If any malady is found the problem should be documented and repaired. If problem cannot be remedied, ladder is to be moved to inactive service and replaced.

Ladder placement requires team work and the firefighter at the “heel” of the ladder controls ladder manipulation.

Keep ladders away from electrical wires.

Use ropes and/or hose straps to secure ladders to stationary objects when raised or in use.

The “leg-locking” or “locking-in” technique should be used by firefighters to secure themselves to ladders (when safety belts are not used) so as to allow freedom of both hands.

When more than one firefighter has to be on a ladder at the same time, firefighters should space themselves approximately ten (10) to twelve (12) feet apart so as to reduce strain on ladder.

Beware of “fly” sections of ladders. They can slide down the ladder and injure a hand or foot.

After raising a ladder section or fly check the “dogs” or “pawls” to ensure the raised section(s) of the ladder is properly locked in.

Before stepping off a ladder that has positioned in a window, make sure that the floor has not burned out or that window is not positioned over an open stairway or an elevator shaft.

SM-6 HANDLING HOSE LINES:

Hand maneuvered hose lines should be used with utmost care and caution. Hose lines should not be straddled when attaching or disassembling couplings, attaching nozzles, or any other hose line manipulation so as to prevent injury.

Nozzles should be opened and closed slowly to reduce water hammer and nozzle recoil.

Nozzles should be cleaned after every use and inspected for problems.

Hose lines are tools of the trade for firefighters and should be used as tools and not toys. Horse play with hose lines is prohibited.

A 1 ½” hose line may be deployed by one (1) firefighter but it is recommended that at least two (2) firefighters advance each line.

A 2 ½” hose line requires at least two (2) firefighters be engaged in advancement and use. If more firefighters are available then at least three (3) firefighters should handle the line.

SM-7 SPEED-MISAPPLIED AXIOM:

An axiom is a proposition to which most people in general agree. In the fire service there are a number of axioms, but probably the one concerning speed is the most frequently used. The axiom, “the first five minutes are the most critical,” is often used. This axiom, by its implication, urges “speed.” Speed in getting to the fire, speed in laying hose lines, and speed in doing all the related fire ground operations.

Let’s examine exactly what speed does and what harm can result.

Initially, let us examine the way that we respond to calls. Of course there is an urgency to responding to any incident so that we can administer whatever assistance we can to help mitigate an incident, but being in too big a hurry is not prudent. “Haste makes waste,” is how the old saying goes and that certainly applies in the fire service in many regards. Speed pushed to the extreme causes calamity and injury. Responding to the emergency incident requires haste with purpose and watchfulness. If we crash before we get there, what good can we do? Obey traffic laws and drive with caution.

The psychological effect which “speed” breeds in the firefighter is of great importance. Speed, instead of good judgement, will be the result when the fire is reached. The most desirable hose lay is either not used or not properly laid. Windows and/or doors are smashed in an effort to quickly apply water when turning a knob may have gained entrance. The most advantageous ventilation site may have been overlooked in haste. Firefighters may not don protective equipment properly or completely in an attempt to “hurry.” Speed tends to breed carelessness and cause accidents.

Uncontrolled speed while en route may result in collision or other accidents. This may delay and/or prevent a fire apparatus from reaching the scene promptly. It may also result in serious injury and/or death, of not only firefighters but innocent bystanders as well.

Speed in applying water on the fire before the fire is located or before salvage operations are initiated can cause large amounts of damage. Speed, rather than deliberate care, can mean failure to rescue victims.

The inappropriate idea of speed being essential to good fire service effectiveness should be erased from our minds. Rather we should consider moderate, effective speed combined with cool, calm, and well thought out actions.

SM-8 NEAR MISSES:

We have discussed several safety measures and accident hazards up to this point, but there remains one more aspect of the accident quotient that needs addressing. That is what is commonly referred to as the “near miss” or “close call.” We are all aware of the fact that there are numerous accounts of incidents where no one was injured but very easily could have been. If all the statistical data was readily available, it could probably be ascertained that there are more accidents where no injuries

occurred as compared to those accidents where injuries did occur. Validation of this theory is difficult, however because of lack of documentation. If no injury occurred, then there exists no urgency for documentation.

We can all agree that there is a lesson for us in every accident regardless of whether an injury occurred or not. It is evident that the accidents that do not cause injuries are the same type of accidents, and from the same causative factors as those that have caused serious injuries. Although these accidents may differ only slightly, this slight detail makes the big difference between “no injury” and “injury” or even “fatality.” Obviously the answer is to take the near misses just as seriously as those accidents that result in injury.

REMEMBER- THINK ABOUT SAFETY ALWAYS !

CITY OF PARIS

SUPERVISOR'S EQUIPMENT ACCIDENT REPORT

Employee: _____ Department: _____

Date of Accident: _____ Time: _____

Place of Accident: _____

Employee Injured _____ Yes _____ No, if so, submit First Report of Injury.

Treated at Clinic: _____ Hospital: _____

Attending Physical: _____

Unit No. of City Vehicle: _____ Describe Damage to City Vehicle (Including Estimate
cost of Repair) _____

Owner of other Vehicle: _____

Address: _____ Phone No: _____

19__ Make: _____ Model: _____

Name of Driver: _____

Address: _____ Phone No: _____

Describe Damage to Other Vehicle (Including Estimated Cost of Repair).

List Witness if any: _____

Name of Insurance Agent of Company: _____

Damage to Property other than Vehicle: _____

Describe what Happened: _____

Did Police investigate Accident _____ Was Supervisor Notify of Accident _____

Copy to: Director of Finance
City Manager

SUPERVISOR

CITY OF PARIS SUPERVISOR'S FIRST REPORT OF INJURY

Name of Injured _____ Department _____

Home Phone Number of Injured _____

Marital Status _____ Spouse's Name _____

Number of Dependant Children _____

of Injury _____ Time _____

First Day Unable to Labor _____

Nature of Injury _____

of Body Injured or Exposed _____

Describe how and why accident occurred _____

Was employee doing regular job? _____ Worksite Location of Injury _____

Address where injury occurred _____

Machine tool or thing causing injury _____

Witnesses _____

Injury Reported _____

Doctor's Name and Address _____

Hospital's Name and Address _____

Return to work date or expected date _____

Date of Report

Supervisor